JOHN F. KENNEDY SPACE CENTER

LAUNCH SERVICES PROGRAM

GETTING ACCESS TO LSP PORTAL SERVER FOR EXTERNAL USERS

Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

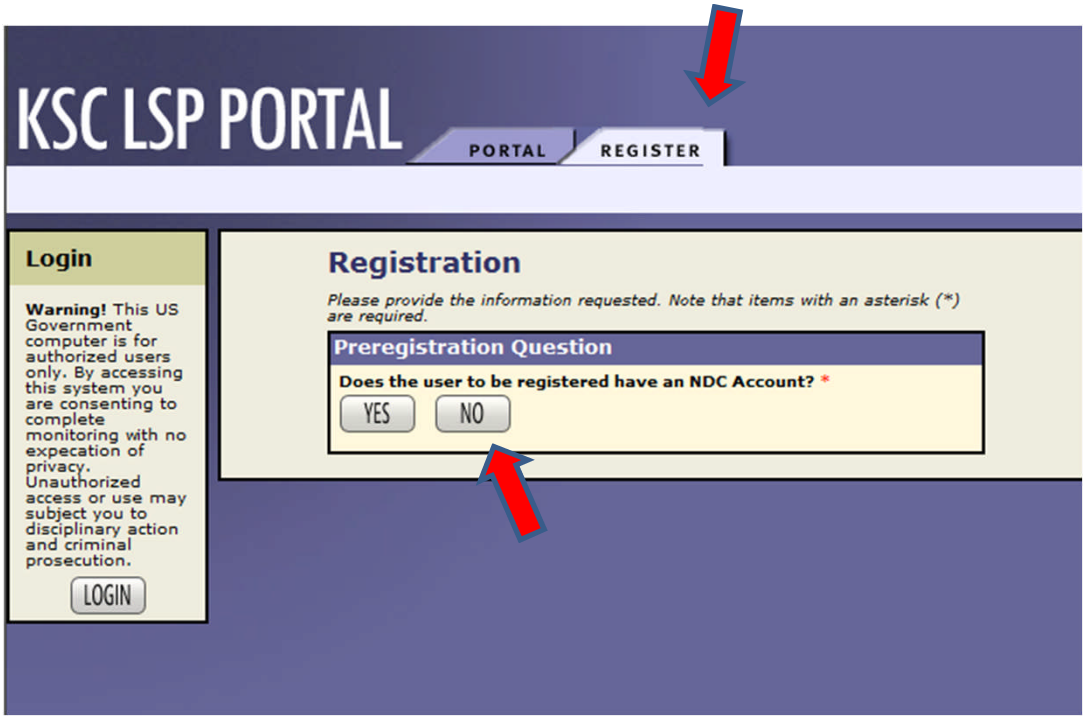
Revision 12.10.2012

JOHN F. KENNEDY SPACE CENTER

Step 1: Register on Portal

LAUNCH SERVICES PROGRAM

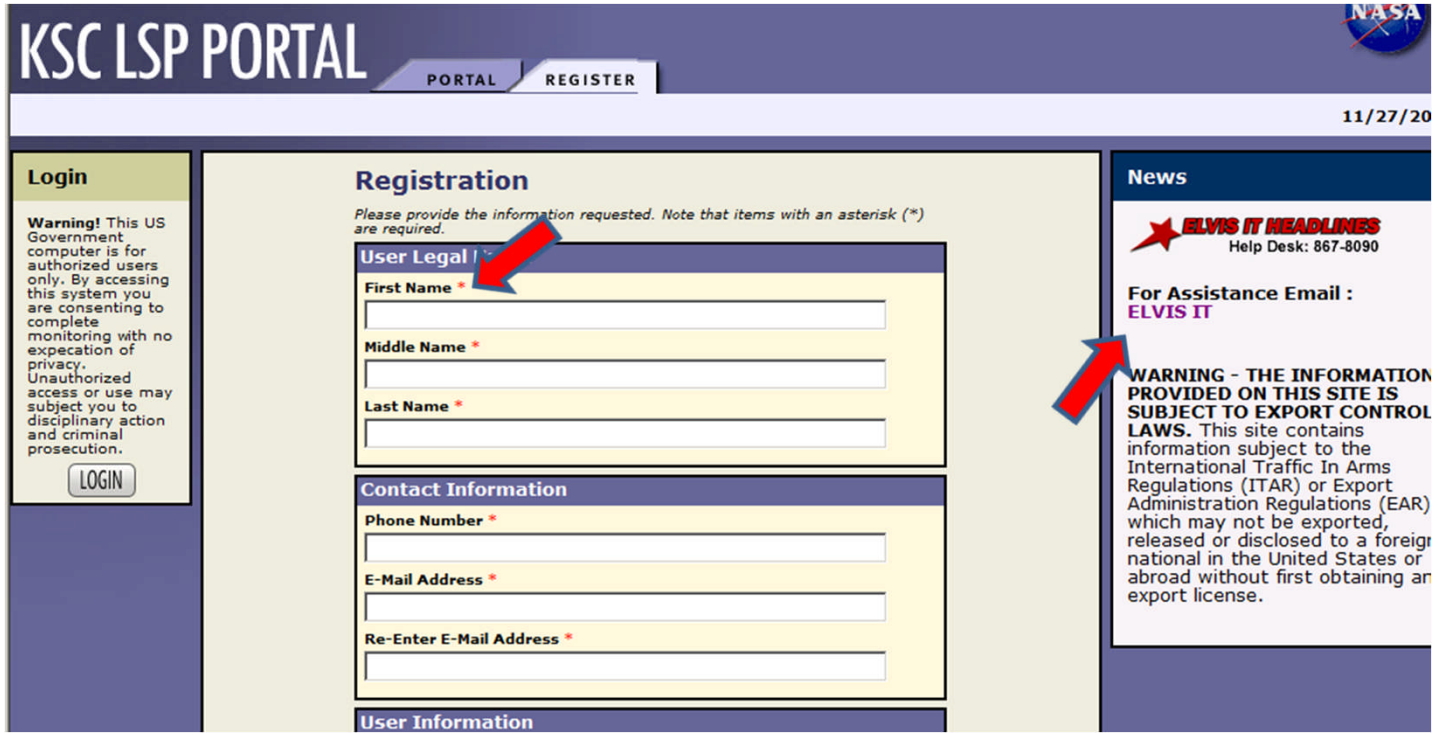
- **Register on https://elvprogram.ksc.nasa.gov**
  - **Click on REGISTER tab**
  - **Select NO if you do not already have a NASA domain account.**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 1: Register on Portal (continued)

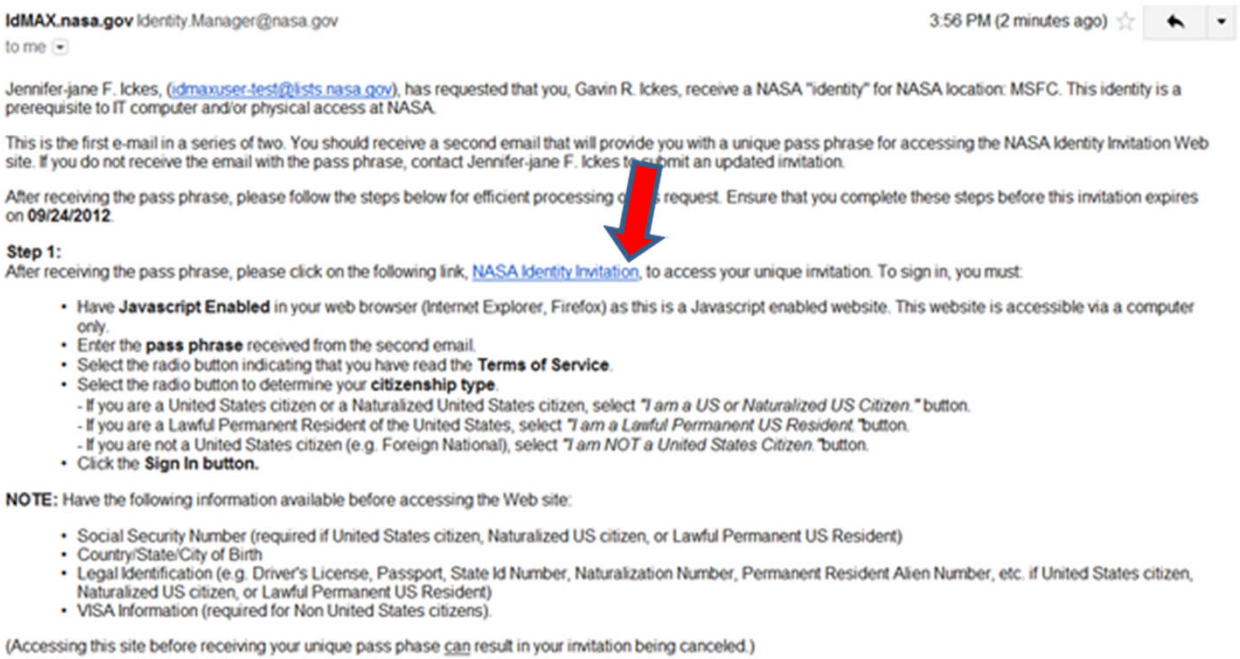
- **Enter all the required information (with red asterisks).**
  - **Email ELVIS IT if you have any questions or problems.**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 2: Submit Identity information

- **You will get 2 emails from Identity Manager @ NASA.gov**
  - **One is instructions and the second is your passphrase.**
  - **Click on link.**



IdMAX.nasa.gov Identity.Manager@nasa.gov 3:56 PM (2 minutes ago)

to me

Jennifer-jane F. Ickes, (idmaxuser-test@lists.nasa.gov), has requested that you, Gavin R. Ickes, receive a NASA "identity" for NASA location: MSFC. This identity is a prerequisite to IT computer and/or physical access at NASA.

This is the first e-mail in a series of two. You should receive a second email that will provide you with a unique pass phrase for accessing the NASA Identity Invitation Web site. If you do not receive the email with the pass phrase, contact Jennifer-jane F. Ickes to submit an updated invitation.

After receiving the pass phrase, please follow the steps below for efficient processing of this request. Ensure that you complete these steps before this invitation expires on **09/24/2012**.

Step 1:
After receiving the pass phrase, please click on the following link, NASA Identity Invitation, to access your unique invitation. To sign in, you must:

- Have **Javascript Enabled** in your web browser (Internet Explorer, Firefox) as this is a Javascript enabled website. This website is accessible via a computer only.
- Enter the **pass phrase** received from the second email.
- Select the radio button indicating that you have read the **Terms of Service**.
- Select the radio button to determine your **citizenship type**.
  - If you are a United States citizen or a Naturalized United States citizen, select *"I am a US or Naturalized US Citizen."* button.
  - If you are a Lawful Permanent Resident of the United States, select *"I am a Lawful Permanent US Resident."* button.
  - If you are not a United States citizen (e.g. Foreign National), select *"I am NOT a United States Citizen."* button.
- Click the **Sign In button.**

NOTE: Have the following information available before accessing the Web site:

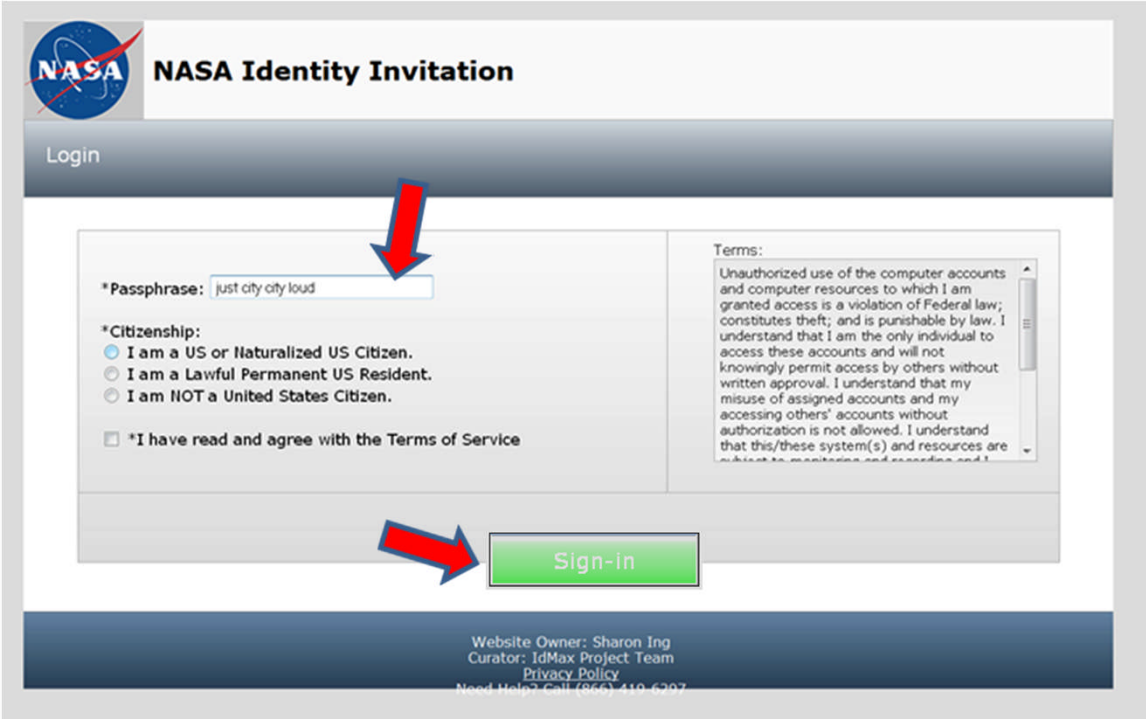
- Social Security Number (required if United States citizen, Naturalized US citizen, or Lawful Permanent US Resident)
- Country/State/City of Birth
- Legal Identification (e.g. Driver's License, Passport, State Id Number, Naturalization Number, Permanent Resident Alien Number, etc. if United States citizen, Naturalized US citizen, or Lawful Permanent US Resident)
- VISA Information (required for Non United States citizens).

(Accessing this site before receiving your unique pass phase can result in your invitation being canceled.)

Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 2: Submit Identity Information (continued)

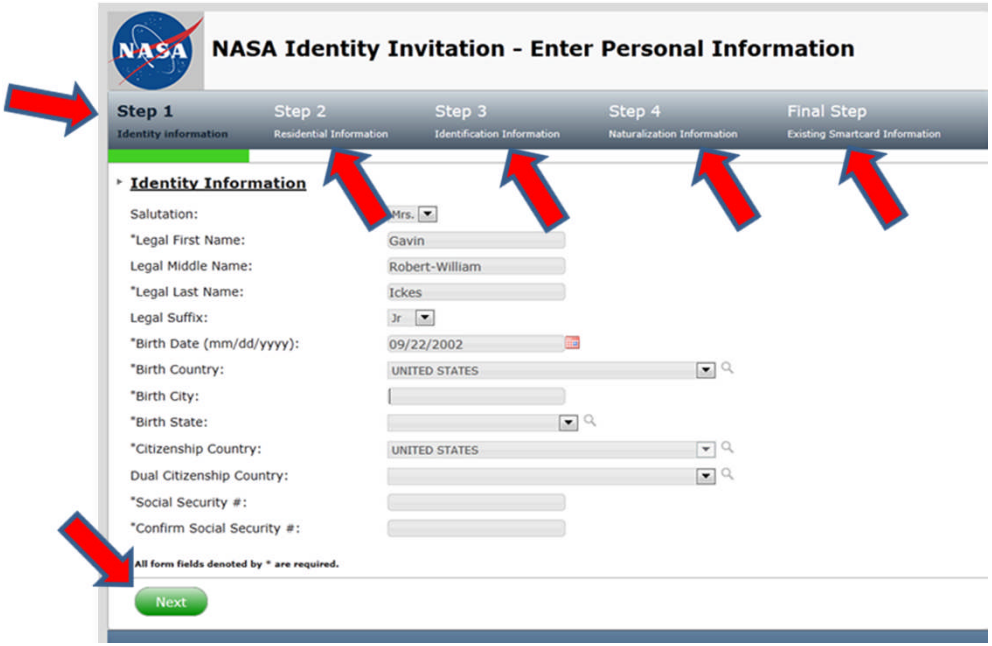
- **Sign in with pass phrase, identity citizenship, and agree to Terms of Service. Sign in button will automatically appear.**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 2: Submit Identity Information (continued)

- **Submit required identity information. You will need an SSN and another government issued form of identification. Complete all pages.**
  - **This is a secure server operated by NASA with full IT security certification.**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 2: Submit Identity Information (continued)

- **You will get an email once your Identity is enabled outlining the next steps that need to be completed.**

First Name, Lastname now has NASA IT access.

Please advise this user to take the following steps:

1. Visit the NASA Access Launchpad at http://launchpad.nasa.gov to find his/her Agency User ID, create a Launchpad password, and answer the IT security questions.
2. Next, activate his/her SATERN account by going to http://satern.nasa.gov and click the "SATERN Learner Account Validation" in the "How do I ?" section. This step may need to be completed one day after step one.
3. Once his/her SATERN account is activated (within one to two days), enter his/her Agency User ID and Launchpad password to log into SATERN (http://satern.nasa.gov), and complete the NASA IT Security Training course on his/her Learning Plan entitled "Introduction to Information Security for New Employees." or "FY 2012 Annual Information Security Training".

These steps are best completed before the entry date, if at all possible. Once the user has completed these steps , Basic IT services, (e.g., computer access and email), and any additional accounts required may be requested in the Identity Management and Account Exchange (IdMAX) system, available at https://idmax.nasa.gov/idm/user/login.jsp.

Note: Physical Access to NASA facilities will be approved separately through the center's badging office.

Additional information about this request:

Applicant Name:	Firstname Last name
Applicant Account ID:	123456789
Requester:	Requester Name
Center:	Center
Employer:	Company
Contract Number:	123456789

This is an automatic system notification. Please do not reply to it.

Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

JOHN F. KENNEDY SPACE CENTER

Step 3: Active Launchpad Account

LAUNCH SERVICES PROGRAM

- **Visit Access Launchpad at *https://launchpad.nasa.gov*.**
- **Click “Create My Profile” under the “First-Time User” header**

Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 3: Active Launchpad Account (Continued)

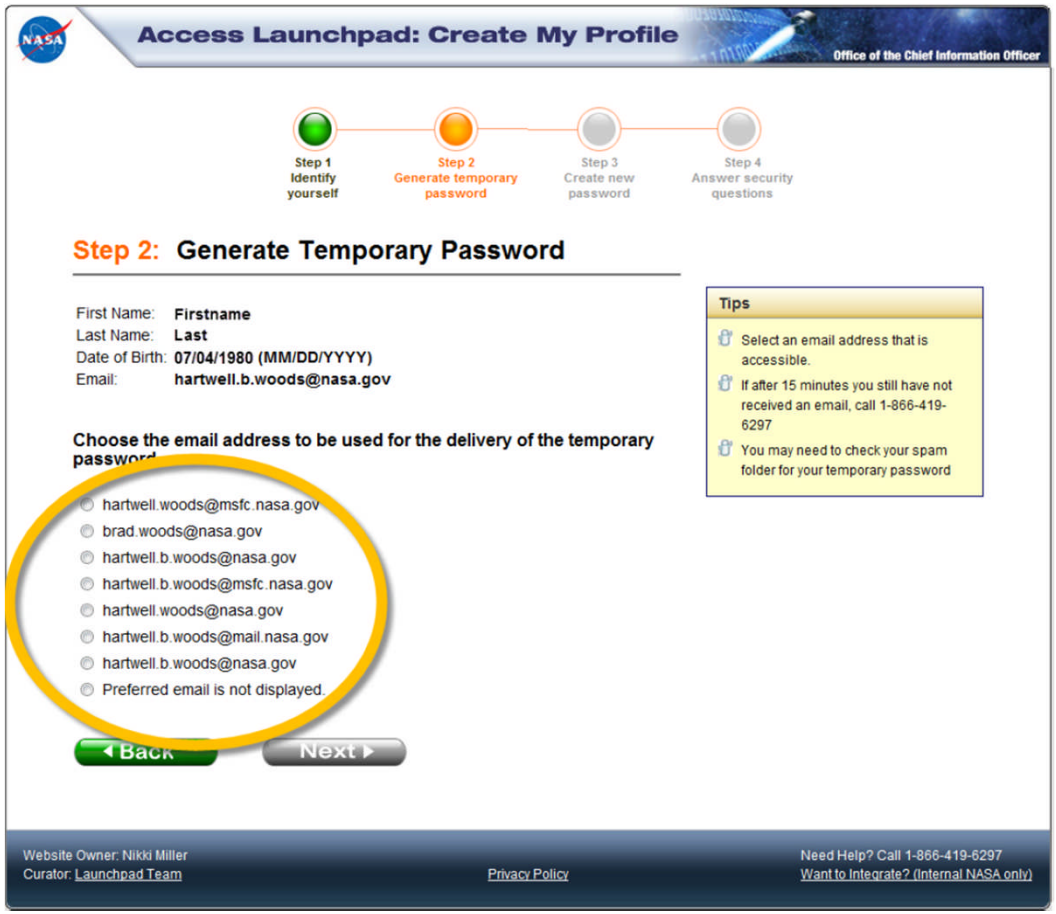
- **Enter your first name, last name, and date of birth.**

Note: *The email address is optional and will need to match the email address you provided your Personally Identifiable Information (PII) when your NASA identity was created.*

All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 3: Active Launchpad Account (Continued)

- **Confirm that your personal information is correct and request a temporary password**



All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 3: Active Launchpad Account (Continued)

- **Retrieve your temporary password from your e-mail inbox and create a new password. (Note the password requirements and new NASA agency user ID -- AUID)**

Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 3: Active Launchpad Account (Continued)

- **Answer ALL of the security questions to reset your password or manage your profile in future.**
- **When all of the answers have been completed, click the 'Save Answers' button to complete your profile.**

Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 3: Active Launchpad Account (Continued)

- **Your NASA profile is complete but your account is not yet active.**

Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 4: Activate SATERN Account

- **Visit https://satern.nasa.gov**
- **Click on SATERN Learner Account Validation link**

Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

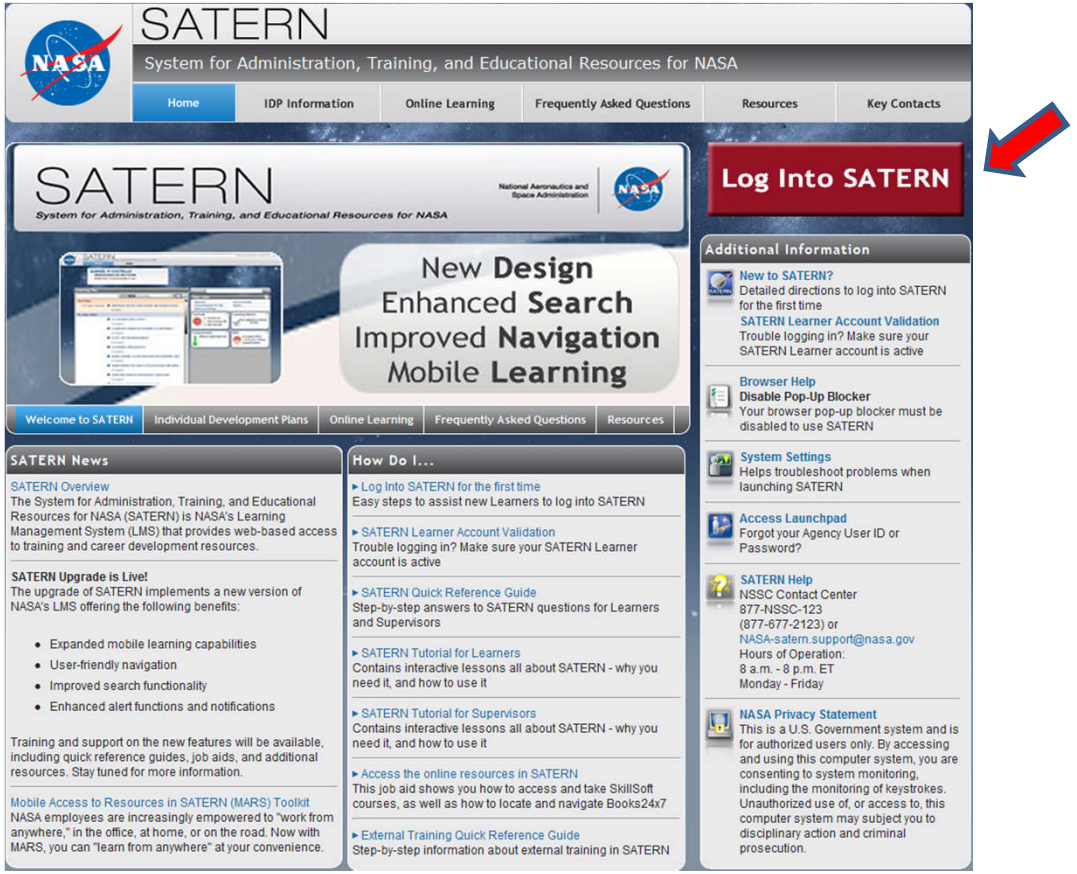
Step 4: Activate SATERN Account (continued)

- **Enter your Agency User ID (from Launchpad) and click Submit**
- **Follow the steps to activate your SATERN account**
  - **Note: It will take one business day to activate your SATERN account**

Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 5: Complete Basic IT Security training

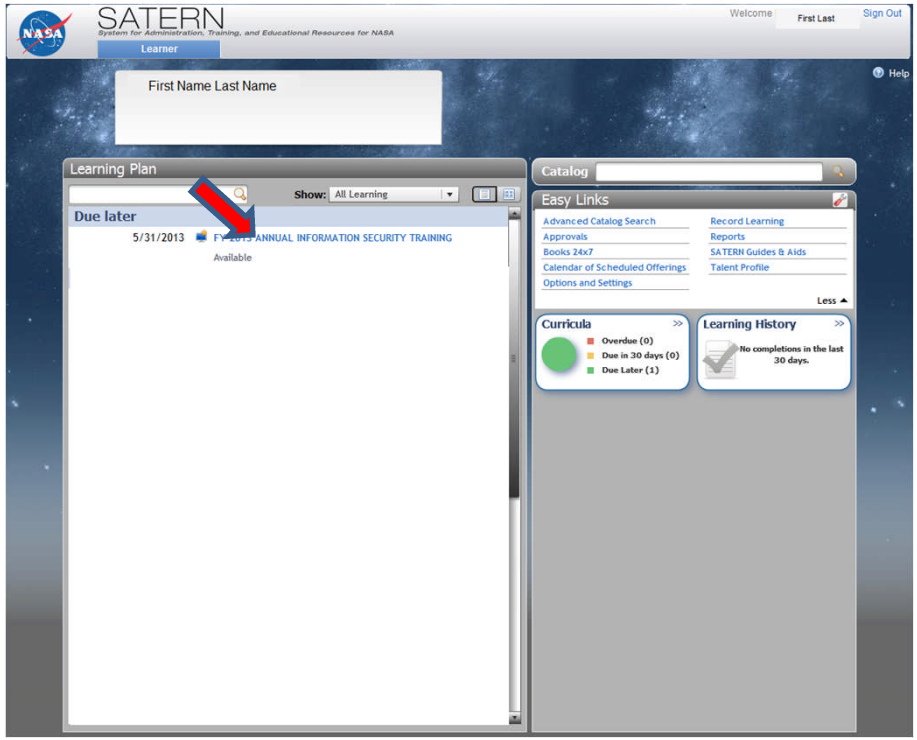
- **Launch your internet browser and go to https://satern.nasa.gov**
- **Click on 'Log into SATERN' button**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 5: Complete Basic IT Security training (continued)

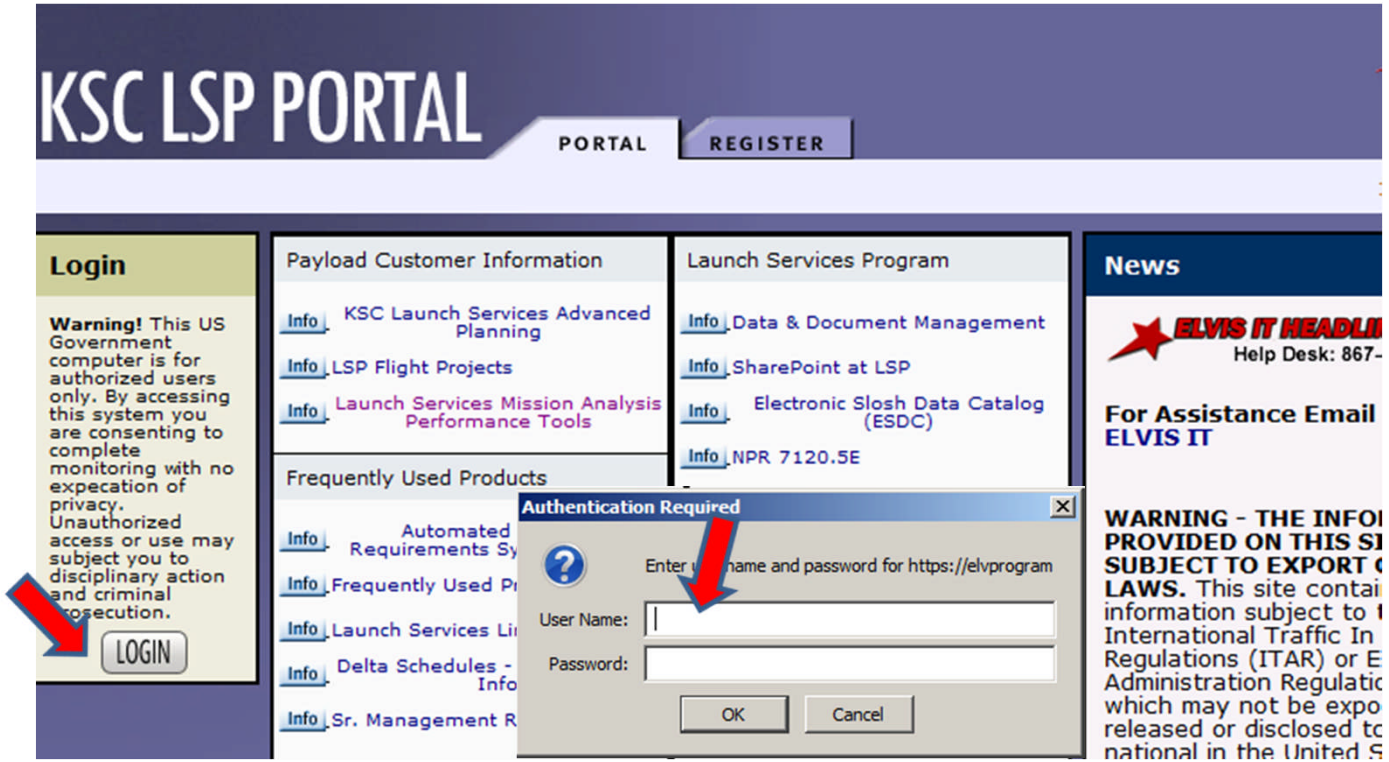
- **Launch FY2013 Annual Information Security Training from your Learning Plan. All authenticated users of federal servers are required to have basic IT security training.**
- **Notify ELVISWeb (KSC-ElvisWeb@mail.nasa.gov) once complete**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 6: Log into Portal

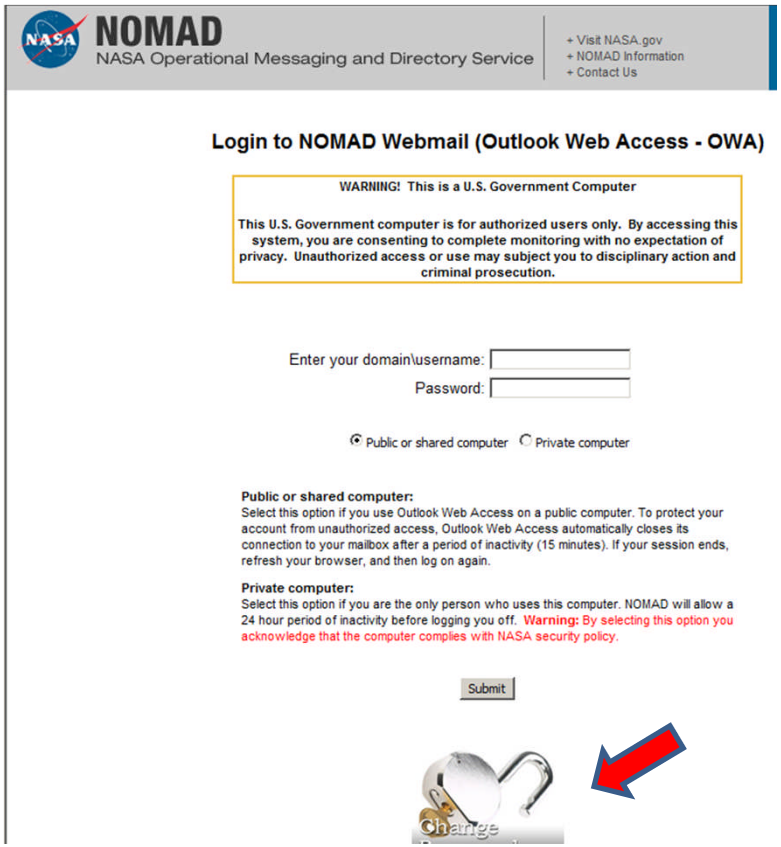
- **Once you receive notification from IdMAX that you account has been created, log in at https://elvprogram.ksc.nasa.gov. Press the LOGIN button then enter NDC\ and your username in the first text box.**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 7: Change NDC Password every 60 days

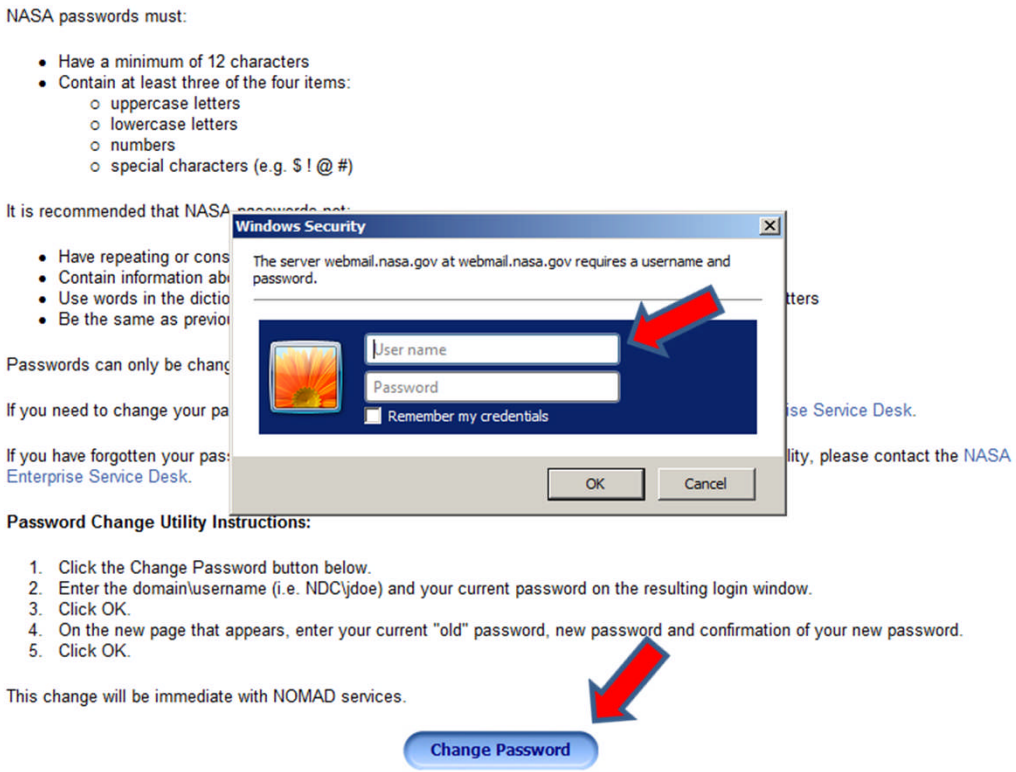
- **Change password using https://webmail.nasa.gov**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 7: Change NDC Password every 60 days (continued)

- **Click CHANGE PASSWORD button**
- **Remember to use NDC\ and your username**



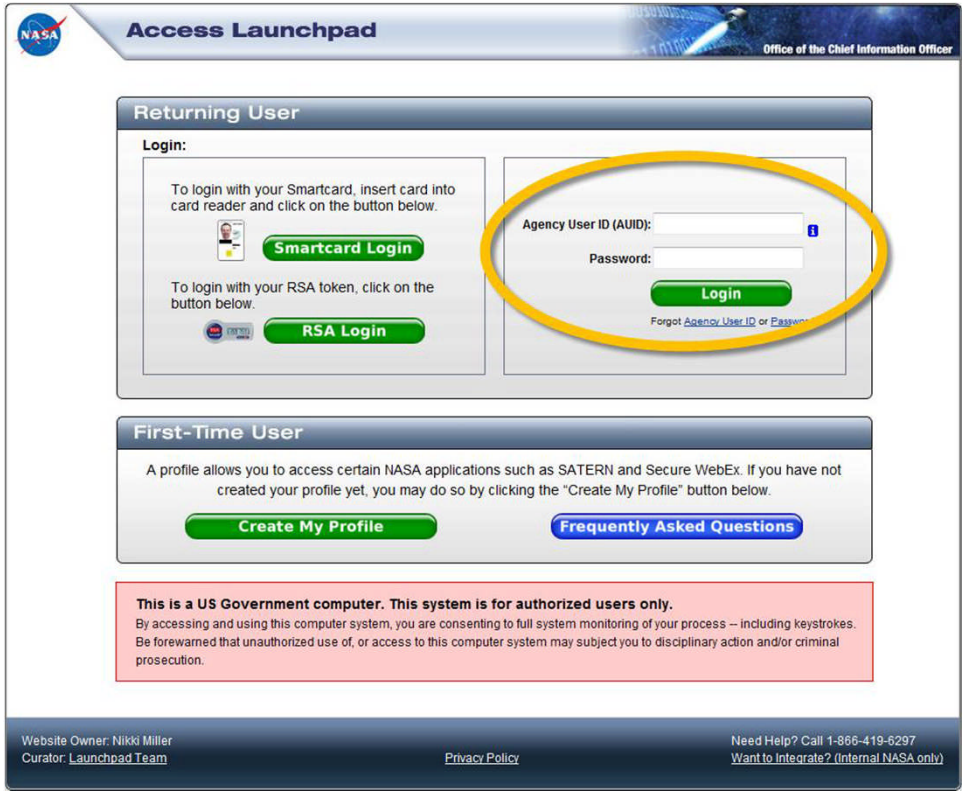
Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

JOHN F. KENNEDY SPACE CENTER

Step 8: Change Launchpad Password every 60 days

LAUNCH SERVICES PROGRAM

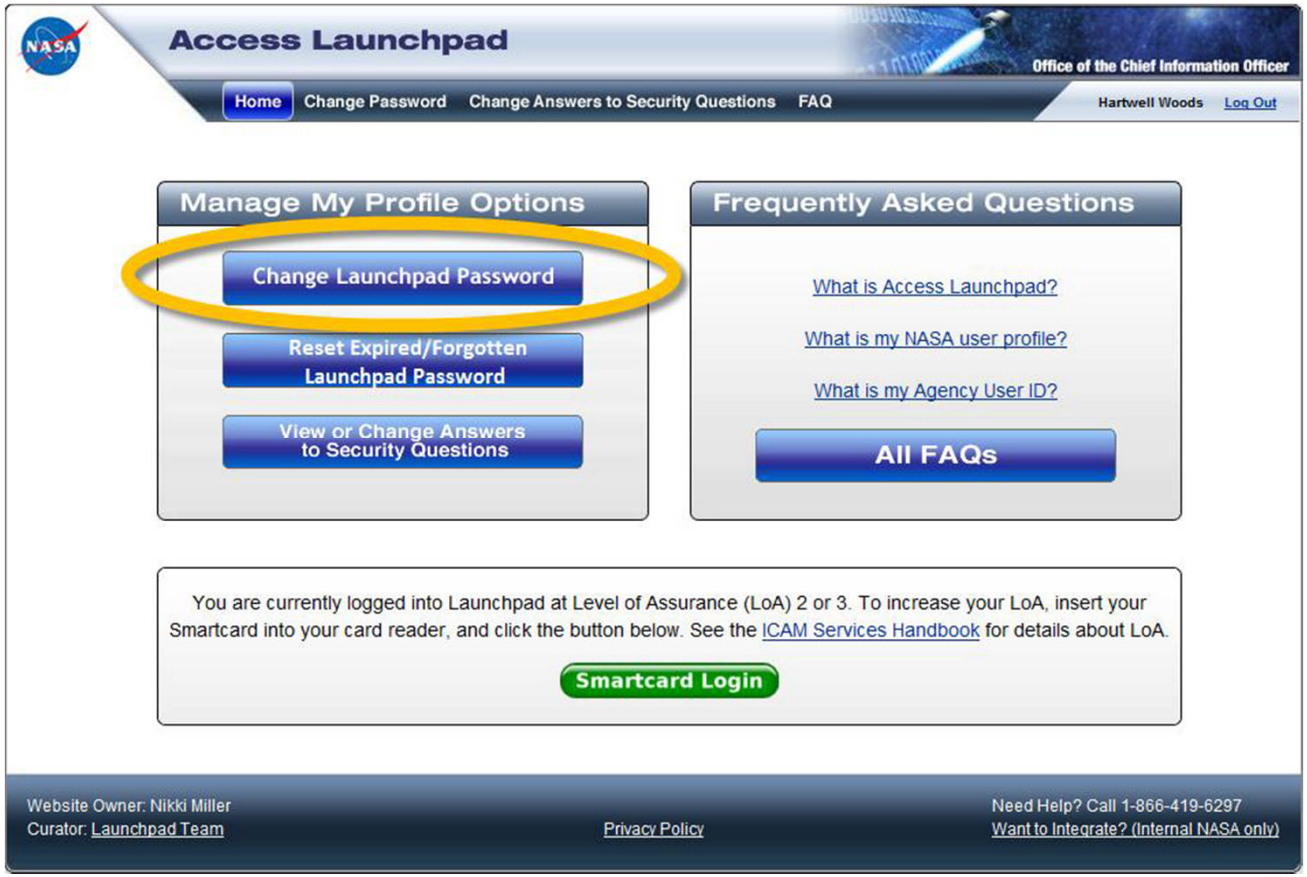
- **Visit Access Launchpad at https://launchpad.nasa.gov**
- **Under the "Returning User" header – enter your Agency User ID and Password then Click "Login"**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 8: Change Launchpad Password every 60 days (continued)

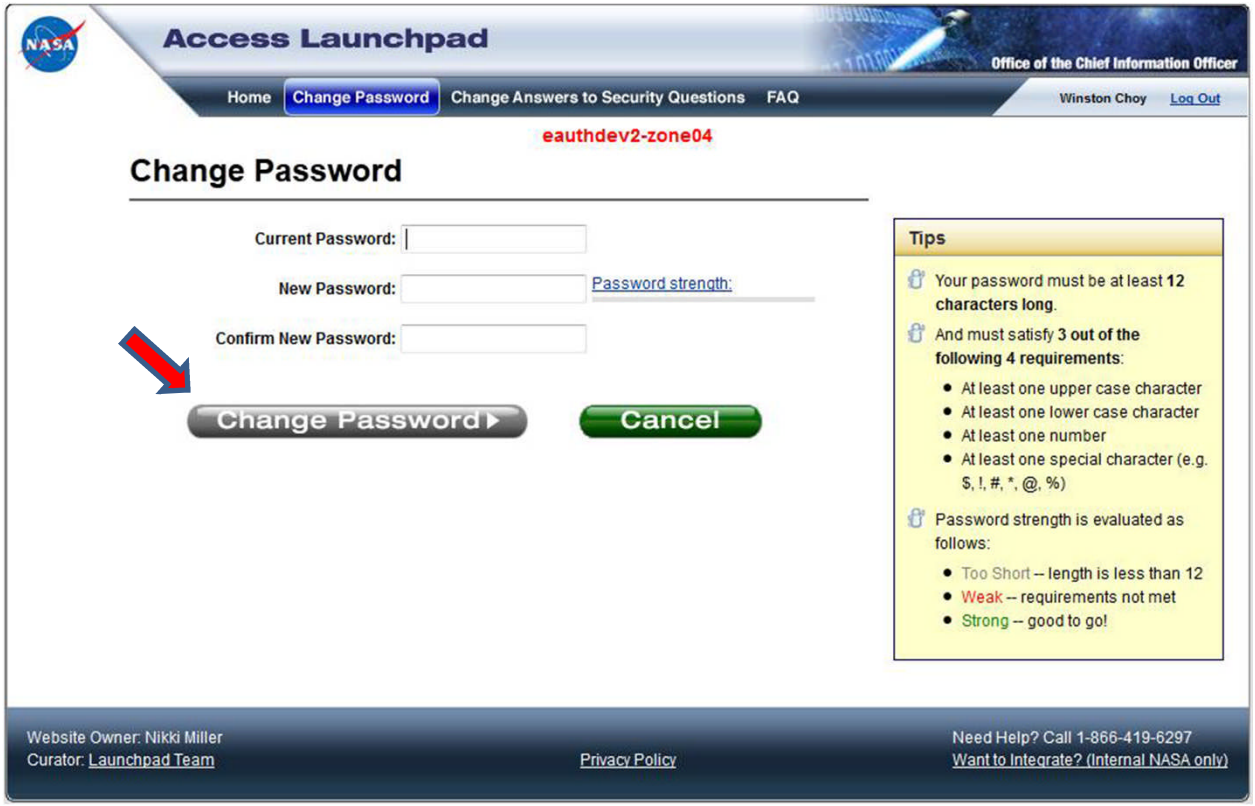
- **Select “Change Launchpad Password” under the “Manage My Profile Options” header**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 8: Change Launchpad Password every 60 days (continued)

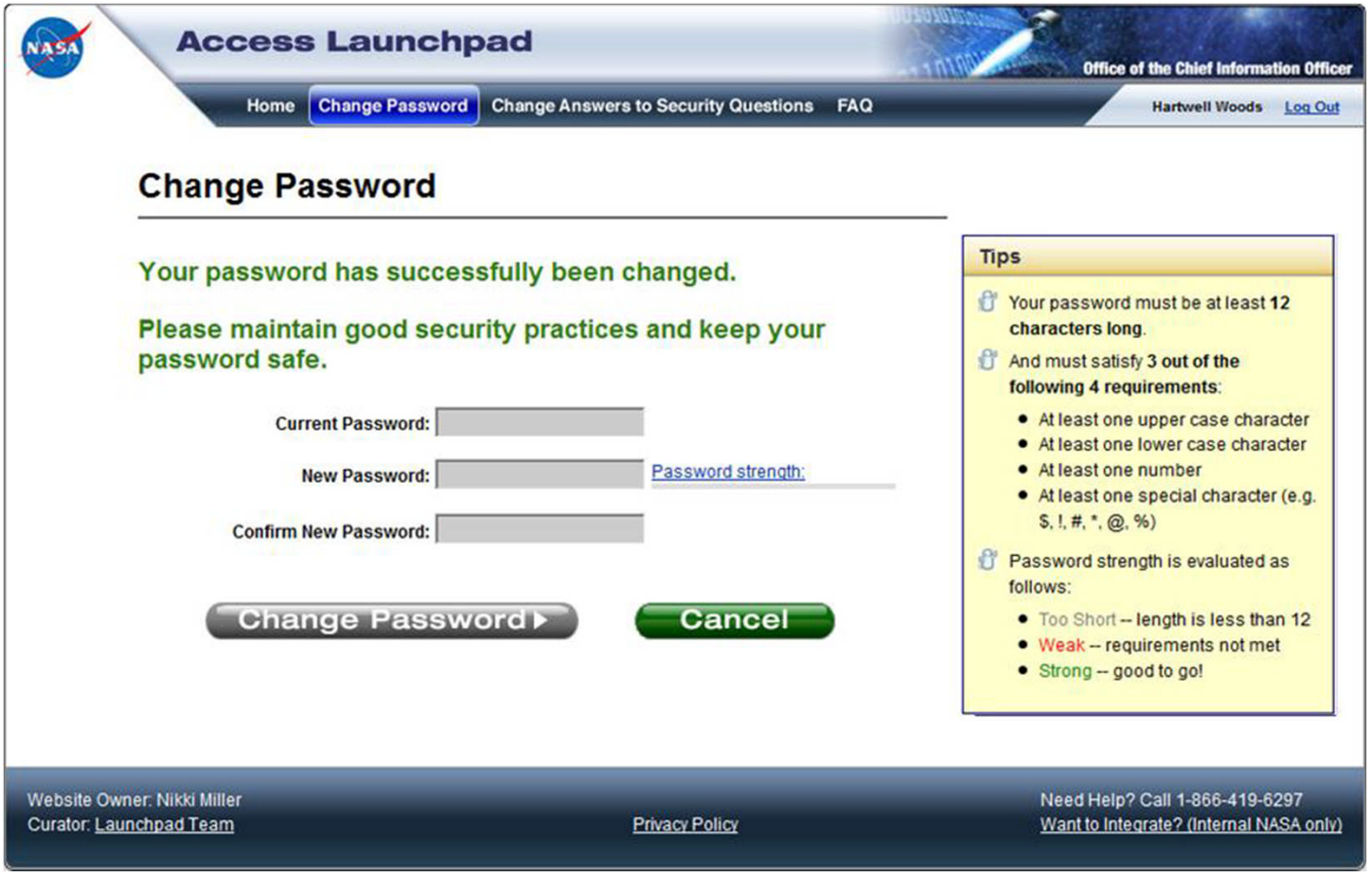
- **You are prompted to enter your current password and create a new password**
- **Click 'Change Password'**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission

Step 8: Change Launchpad Password every 60 days (continued)

- **Finished, Your new password is ready for use.**



Public Domain Notice
All material appearing in this publication is in the public domain and does not contain export controlled information and may be reproduced or copied without permission